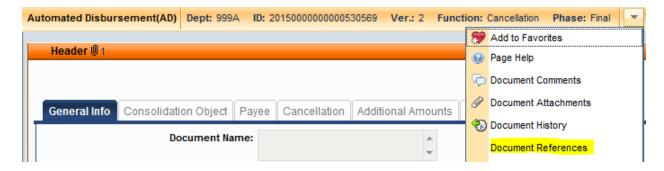
Reviewing the Status of your Request

The following information is intended for Departmental and Program use only:

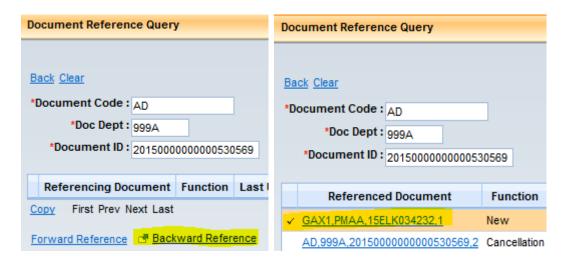
1) To check on the status of your request please go to the PDCHK screen and search by warrant number. The status will be "cancelled".

Paid Checks						
						Menu Bac
Browse Clear						
Bank Account :	Docui	ment Code :				
Check / EFT Number : *80005	523819	Doc Dept :				
Check / EFT Amount:	Do	ocument ID :				
Check / EFT Issue Date :	CI	eared Date :				
Last Action Date :		Status :	~			
Bank Check / EFT	Check / EFT			Cleared	Cancel/Reclass	
Account Number	Amount	Document ID	<u>Status</u>	Date	Reason	Comments
√ 8 0000080005238	19 \$421.00	20150000000000530569	Cancelled	10/02/2015	Lost	
		_				
2) Open up the document						

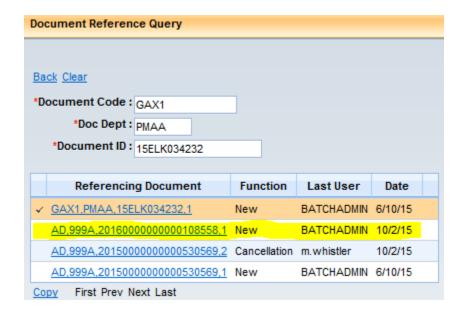
3) Click on the downward triangle and select Document References



4) Select Backward Reference, and then select the payment document.



- 5) Once in the payment document click on the downward triangle and select Document References.
- 6) Now select Forward Reference. This will list all AD documents associated with this payment.



- 7) Make sure you select the most current "New" AD document. (It will have a different document ID than the cancelled AD)
- 8) The new warrant number will be located on the General Info tab.

